

**Kentucky Department of Education
Supplemental Educational Services
2006 Question / Answer Sessions**

This list will be updated on April 24, 2006. If you have further questions, please submit them by email to kderfp@kde.state.ky.us by April 21, 2006 and we will address them.

New questions from April 7, 2006 meeting begin on page 6.

- Question:** As a school, can we register as a new emerging program?
Answer: The new and emerging program is designed for faith-based and community-based programs. A school would not qualify for that designation. If you have been a provider but not a school district – you would apply for full approval.
- Question:** A question was asked on how to respond to the question, “What kind of supplemental services have you offered in the past?” and if they should answer no.
Answer: If you are new to SES, you would respond “none”. If you wish, you may include other tutoring services that you have provided.
- Question:** What is required in the financial statement?
Answer: Evidence that you are solvent – not going to fold up and disappear next week – a statement from the bank saying that you have an account in good standing will suffice. Schools will have statements that can show their solvency.
- Question:** How many windows are there for the application process?
Answer: There is one application window every year. Once approved, you will be on the list as long as you are in compliance with your contract and meet the monitoring and evaluation standards.
- Question:** If we are on the list now and want to add to what we have originally, is now the time to do it?
Answer: Yes, now is the time.
- Question:** What services can we offer this year if they differ from last year?
Answer: Stay with the wider spectrum so that you don’t have to amend later. If you are currently on the list you need to amend the application if future services will differ.
- Question:** We are serving just one county but want to expand to another, is there an amendment process?
Answer: Yes. The Amendment application and dates can be found on the KDE website.
- Question:** Can a minimum number of students to be served be set?
Answer: Recommend not establishing a minimum number of students to be served. It hurts your consideration as a provider and decreases opportunities for children.

Question: If we are going to establish in a county that we don't serve – How long do we have to set up services – do we have the entire year – start in a certain timeframe?

Answer: Services should be made available as soon as possible. Parents have to choose the provider, and then the provider and district have to establish a contract. Once the contract has been signed and students assigned, the provider has four (4) weeks to begin providing services.

Question: If a program requires a group setting and there are not enough students for the group, can adjustments be made?

Answer: You may adjust the numbers but not the program.

Question: If you weren't an SES provider in the past but do have data that has been kept, can it be documented?

Answer: Yes, as long as they are educational services you can answer the questions.

Question: Who does the actual reading or if there is an error will there be questions given back?

Answer: The reading is done by an outside agency. Readers score the application as it has been submitted. No follow up or clarification questions will be asked.

Question: Is it ok to use research projects that the company has done?

Answer: Yes

Question: Does the application have to be double-spaced?

Answer: Yes – use Times New Roman

REMINDER: Some of the questions on the application say “and/or” but please provide any information you have to address the question.

Question: If something is missing when we turn it in will we have an opportunity to respond?

Answer: No

Question: What information do we need if we are using another organization's facilities?

Answer: Include signed letters that give you permission to provide the services in the designated location(s). Schools are not required to let you use their facilities, even if they are providing services. (Section 2)

Question: If multiple counties are being served, do we have to provide locations for all of them?

Answer: Yes.

Question: If we serve 28 districts should we get an agreement with all of those districts?

Answer: Yes, you would need to do this in advance. Do not assume that you will have access to a location.

Question: What is the turn-around time?

Answer: May 2, 2006 (deadline) / May 24, 2006 (posted info) – check the website – you can check that quicker than waiting on the letter.

Question: If retired teachers form an entity do they have to have liability insurance?

Answer: Yes. If they are providing services then they act as a company – they have to have insurance just as any provider would. They should check with their insurance provider, in this capacity they are not an employee of the district (separate entity).

Question: If schools become a provider, what sort of liability insurance do they need?

Answer: Same that covers the district.

Question: Can satellite locations operate under SES license?

Answer: Yes, if they are listed in the application. If you expand afterwards, then the application needs to be amended.

Question: If you are new and emerging and have four sites within one county – does the cap refer to your site or your organization as a whole?

Answer: Organization as a whole.

Question: Are only free & reduced lunch students eligible for SES?

Answer: Yes

Question: How do we respond to Part J1 & J2 Compliance with Federal, State and Local Health & Safety Standards and Part and Compliance with Federal, State and Local Civil Rights?

Answer: A signed letter that you are knowledgeable of the requirements and that you are in compliance.

Question: Should we provide scientific data that is lengthy, condense, or include best practices?

Answer: Both

NOTES:

Think before listing services as STATEWIDE. If you are not geographically close, you still must have a means for providing the services. If you do list yourself as STATEWIDE, you are expected to provide services for all within the state that ask. You cannot PLAN to find locations after the fact. You still must provide location letters for all sites. The only other option is to submit an amendment application, which is reviewed on a quarterly basis.

Question: Will traveling expenses be reimbursed?

Answer: No. Travel expenses cannot be charged to a district. It can be built into cost for providing services.

Question: If we have a site in Nelson, can we only use that site to serve Nelson County?

Answer: You may provide services to other counties, but you must provide that as information to the parents. You must also have location letters for any other sites.

Question: We have a site across the state line. Can students choose to use that site if it is closer for them?

Answer: Yes, as long as the provider and parents are aware of any transportation concerns.

Question: Should there be letters sent to districts with the areas that are served?

Answer: Once approved as a provider, districts will call and ask for services. If you wish to serve a district not listed on your original application, you will need to complete an amendment application.

Question: What if a provider is approved as statewide, and a corporation is willing to do the service?

Answer: If statewide, then the service has to be available to all that make a request. It is at the parents discretion to choose the provider.

Question: How much money does a districts usually spend on SES?

Answer: Districts have to spend an amount equal to up to 20% of the district Title I allocation if they are identified as Tier 2 or above. The district can get the money from different sources; it is not required to come from Title I funds. The federal allocations are listed on www.ed.gov. If you are looking at their website, they will give you the amounts, but that is before the state takes off monies required for set asides.

Question: If we are approved statewide, when are we required to serve students in requesting counties? For example, if a county in far-eastern or far-western Kentucky contacts us, must we provide services immediately or would we have some time to establish a satellite, and hire and train tutors?

Answer: Services are expected to start within four weeks of the contract being signed with the district. Parents have to choose the provider, and then the provider and districts have to establish a contract. Once the contract has been signed and students assigned, the provider has four (4) weeks to begin providing services.

Question: Is it a requirement to list the maximum amount of students we can serve?

Answer: Yes

Question: Can the services provided include equipment expenditure? Can you ask for money up front to cover the costs for equipment?

Answer: Payment is after the services are provided. There is no up front money.

Question: Do providers contract with each district?

Answer: Yes

Question: How do you answer the hourly rate charged or weekly rate charged?

Answer: Divide the expected per pupil expenditure by the number of hours you plan to provide services.

Question: Can you market your services?

Answer: Yes. All correspondence must be through and with the permission of the district only. No mailers to parents. No canvassing neighborhoods.

Question: Can we do a press release?

Answer: Yes, but you must acknowledge there are other providers. ANY PRESS RELEASES MUST BE APPROVED BY THE KENTUCKY DEPARTMENT OF EDUCATION. This is to ensure that all information released is in compliance with federal guidelines.

Question: Even marketing material must say that we are one of many?

Answer: Yes. Districts are not allowed to promote any providers. It is good to reference KDE's website, where we list all approved providers.

Note

District supervisors must be kept in loop...everything happens through them. If you violate the assurance, then you will be removed as a provider.

Question: How do we get a list of Education Industry Associates Standards?

Answer: You have to go to their website. It is formed under the Office of SES. There is a link on our website to their website.

Question: What is the total number of points needed on the application for approval?

Answer: 75 out of 100.

Question: When is this application due?

Answer: No later than 4:00 PM on May 2, 2006.

Question: When will the next application window be?

Answer: Spring 2007.

Question: What if a provider has changes?

Answer: Submit an amendment.

Question: Links to scientific research. What are your thoughts on how we relate?

Answer: Staying in line with KY Core content, and you should show links that go along with KY expectations.

Question: Are contractual services agreements in the SES Toolkit a recommendation or requirement?

Answer: Recommendation. These have been reviewed and approved by our legal department.

REMINDER

Application must be received, NOT postmarked by May 2, 2006, at 4pm EST

NEW QUESTIONS FROM APRIL 7, 2006 QUESTION/ANSWER SESSION

**Kentucky Department of Education
Supplemental Educational Services
Question/Answer Sessions
April 7, 2006**

- Question:** Does the provider have to be located in the service area and/or Kentucky?
Answer: Yes. The service provider needs to be located in the service area. You need to have a local area presence in order for parents to be able to have access to the services you are providing.
- Question:** Are school districts aware that providers will be asking for service area letters?
Answer: Yes.
- Question:** Should the providers put copies of their leases in their provider packets to the schools?
Answer: No, this is not necessary.
- Question:** What if you have tutors for other programs, should you list them on the SES application to show that you are an established organization?
Answer: Yes, you can list them for informational purposes.
- Question:** Is there a limited number of students that can be served by new and emerging service providers?
Answer: Yes, 200 is the limit for new and emerging service providers.
- Question:** Under mode of instructional delivery, what services do providers show they are providing?
Answer: Do not show that you are helping with homework, your services should be on concept teaching methods and not specific to the individual's homework assignments. The service provider time should not include time to do homework.
- Question:** Doesn't the Reading Model say that you should use the schools books to follow your student's work?
Answer: Yes, you may use the books to develop your concept of teaching, but not to help them with their individual homework.
- Question:** We have some certified teachers, but we also have tutors who help provide services, do we need all staff to be certified?
Answer: The provider in charge of services needs to be certified, all other staff needs to be trained. This training must be documented.
- Question:** What is the timeframe for new emerging services?
Answer: Two years.

Question: How is a large group or small group defined?

Answer: Not more than 10 to 1 ratio for a small group.

Question: What is the average number of hours that a provider can give to the student?

Answer: There is no average. The number of hours is based on what is charged by the provider and the per pupil allocation in a given district.

Question: Can a provider provide services outside the school year? Perhaps, during a summer program?

Answer: Yes. Services can be provided in the summer. You will need to state this in your application so parents will know.

Question: Are providers allowed to advertise their services to clients?

Answer: Yes. According to the Non-Regulatory Guidance issued by the U.S. Department of Education on June 13, 2005, "providers are allowed to market their services directly to members of the community or to provide general information to the public about the availability of supplemental educational services. An LEA may not restrict them from doing so. An LEA should provide logistical and program information to providers in order to ensure that advertising includes correct information on such issues as the procedures parents must follow in obtaining supplemental educational services for their children." If advertising is done, it needs to acknowledge all providers servicing the area. As a provider you cannot use the district's name or state as an endorsement. KDE is kicking off a SES advertising campaign this fall.

Question: What is the per pupil allowance for counties?

Answer: USDOE website provides information to schools on their allocations by state and district. The totals listed are the gross amounts. The exact numbers are provided to the local school districts and they can then share the information with providers.

Question: Does per pupil amount mean school year?

Answer: Yes. (July 1 – June 30). Most services start in August. You are allowed to offer services during the summer.

Question: The amount that the service provider charges, is it taken into consideration when the contract application is approved?

Answer: No, reviewers do not look at the amounts to determine who gets approved. This is not a competitive application. It is possible that all applicants can be approved if they meet the required score of 75 out of 100 possible points in their review.

Question: How is billing and payment handled to the service providers?

Answer: Service providers need to work through the local school districts to set up payment schedules, etc.

Question: Does the application need to be complete?

Answer: Yes, or it will not be reviewed. It is imperative that providers fill out applications as completely as possible.

Question: When is the deadline for applications?

Answer: May 2, 2006 by 4:00 p.m. E.S.T.

Question: Does the provider complete assessment of the student's work?

Answer: Yes, this information is needed on a monthly basis to the local school districts.

Question: Do summer programs need to comply with getting progress reports to the schools?

Answer: Yes, make sure you list this in your description that the program is a summer program.

Question: Is transportation a big issue for families.

Answer: Yes, the services provided need to be accessible to all. Must be in areas where transportation can be easily attainable. It is not mandatory that provider provide transportation.

Question: What is the evaluation process on best practices?

Answer: It will depend on the student.

Question: Where is the best place to give parents information on the program?

Answer: There will be a listing on our website. If you have a website it will be listed on our website. It can also be distributed to the district to send to eligible schools.

Question: Should providers list any specialized services on the application?

Answer: Yes. This should be listed on the application.

Question: Is there a limit on how many new and emerging providers that the program can hold at a specific time?

Answer: No, the process is not competitive; therefore no limits have been set.

Question: Can the same children be served year after year?

Answer: Yes, as long as the child is eligible and attending a school that is still eligible to be served.

Question: Can providers recruit in the school districts for students to participate in other programs?

Answer: If your company has established other tutoring programs outside of SES, the best thing to do would be to recruit for them at schools that do not have to provide SES.

Question: Can parents opt to not take the services provided?

Answer: Yes.

Question: Does KDE get permission from the school districts for the service providers?

Answer: No, the LEAs handle this.

Question: Can faith-based organizations participate in the program?

Answer: Yes.

Question: Do the providers need to show proof that they are a certified organization?

Answer: Yes, it would not hurt for them to include this information in the application process. However, no paper work is required. If you are asked to provide the information, you need to make sure you have it on file.

Question: Do we need to show that we offer services for special needs children in the application process?

Answer: Yes, if you are equipped to provide these services you may want to include this. However, since all providers are not prepared or qualified to provide services to all special needs students, you **cannot** be penalized if you do not provide these services.

Question: Does the State Monitoring Report come from the state department directly to the providers?

Answer: No. This goes to the school districts, but you can contact KDE if you would like to see the form.

Question: If we are using district employees, are we required to do background checks on them?

Answer: No, the districts will have this information on file.

Question: Is there a time limit on when backgrounds checks need to be done (yearly, etc.)?

Answer: The school district cycle is acceptable in these cases.

Question: When would the providers be notified that they have been accepted?

Answer: Notifications will go out to selected providers, the new, updated list is scheduled to be posted on the website on May 24, 2006.

Question: Should providers turn in applications early in order to get feedback?

Answer: No. There is no advantage to turning your application in early other than making the deadline. We will check to see if the application is complete, and then send it to the reviewers. We will NOT notify you if your application is incomplete.

REMINDER

Application must be received, NOT postmarked by May 2, 2006, at 4pm EST